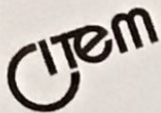


JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
 (632) 831-2201 to 09 ext. 218 (632) 831-1368, 832-3965
 Info@citem.com.ph www.citem.com.ph



JO Number:
2020-088

JO Date:
11/03/2020

PAGE

PR No.:
2020-0308

PR Date:
10/29/2020

CONTRACTOR/SUPPLIER **TOBY**
 ADDRESS 182-1844-8681 | Toby_interpreter@126.com
 Guangdong
 MODE OF PROCUREMENT

DELIVERY TERM
 PAYMENT TERM
 PLACE OF DELIVERY
 DATE OF DELIVERY

Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
Hiring of Stand Assistant for the Philippine participation in China International Import Expo 2020 November 05 – 10, 2020 – Shanghai, China Scope of Work 1. Assist the on-site project officer and exhibitors 2. Collect business cards of visiting buyers and visitors 3. Help in the distribution of brochures and samples 4. Any tasks required by the on-site officer Qualifications: 1. Must be conversant in the English language. 2. Must have a background on customer service. 3. Must have a pleasing personality; and 4. Must report to Officers of the Philippine Pavilion from 05 – 10 November 2020, 8:00 am – 6:00pm Payment Schedule: On-site Project Coordinator to give the respective fees per day US Dollar One Thousand Four Hundred Thirty or US\$1,430 or	2 pax		USD 1,430.00 OR PHP 69,206.28
TOTAL AMOUNT IN WORDS: Sixty Nine Thousand Two Hundred Six Pesos and 28 Centavos			Php 69,206.28

This order is placed subject to the following terms and conditions:
 The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn and/or replaced immediately. Delay in the delivery is subject to the PENALTY of _____ of the TOTAL VALUE of this ORDER for EACH DAY OF DELAY. In case the contractor/supplier does not deliver within the due date, s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of _____ of the TOTAL AMOUNT unless the contractor/supplier requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the amount of undelivered portion and to deduct the penalty and liquidated damages from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invoice or Official Receipt with the Job Order upon delivery.

Very truly yours,

 JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

BUR No. CIIE-20100698
 DATE 10/30/2020
 AMOUNT Php69,206.28/
US\$1,430.00

Recommended by:

 EVA MARIE C. MARIQUINA
 OIC-DC, OTF-Operations Group 2

CONFORME:

 TOBY LI
 Name & Signature of Contractor/Supplier
 Toby LI
 Date

Funds Available:

 MALERNA O. BUYAO
 Chief, Controllership Division

Approved by:

 ROWENA D. MENDOZA
 OIC-DM, Operations Group 2

BUDGET UTILIZATION REQUEST AND STATUS

CITEM

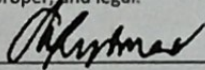
Entity Name

Serial No.: CIIE-20100698
Date: 10/30/2020
Fund: CIIE 2020 S

Payee	MARIO C. TANI
Office	Commercial Vice Consul, PTIC - Shanghai
Address	

Responsibility Center	Particulars	Project	Object Code/ Expenditures	Amount
CIIE 2020 CIIE-S	SDO re Philippine participation to CIIE 2020, breakdown as follows:	CIIE 2020		
BSP Exchange Rate as of October 30, 2020: USD1 = Php48.4010	1. Three (3) Vehicle rental for exhibitor samples and goods, representatives and onsite officers \$5,600.00	782	USD5,600.00/ PHP271,045.60	
	2. Coordination meeting expenses \$1,000.00	783	USD1,000.00/ PHP48,401.00	
	3. Additional Materials needed for pandemic prevention \$500.00	765	USD500.00/ PHP24,200.50	
	4. Additional staff to man booth (if necessary) (2 staff x 6 days) \$1,500.00	799	USD1,500.00/ PHP72,601.50	
	Total			

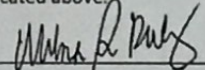
A. Certified: Charges to budget necessary, lawful, and under my direct supervision; and supporting documents valid, proper, and legal.

Signature: 
Printed Name: MA. LOURDES D. MEDIRAN
Position: Deputy Executive Director

Head, Requesting Unit/Authorized Representative

Date: _____

B. Certified: Budget available and utilized for the purpose/adjustment necessary as indicated above.

Signature: 
Printed Name: WILMA G. DULAY
Position: Chief, Budget & Cash Division

Head, Budget Unit/Authorized Representative

Date: _____

C. STATUS OF UTILIZATION						
Reference			Amount			
Date	Particulars	BURS/JEV/RCI No.	Utilization (a)	Payable (b)	Payment (c)	Balances
						Utilization Payable
						(a-b) (b-c)
10/30/2020	SDO	CIIE-20100698	416,248.60			